STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN
Department of
Education

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FISCAL YEAR 2007
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #1

TO: Family Day Care Home Sponsors

FROM: Mary Ann Chartrand, Director
             Grants Coordination and School Support

DATE: October 6, 2006

SUBJECT: 60-Day Deadline and Late Claim Exceptions

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE), Child and Adult Care Food Program (CACFP) within 60 days following the last day of the month claimed. This regulation applies to **both** original and amended claims. Due dates related to Claims for Reimbursement are listed below:

CLAIM/ AMENDMENT MONTH	CLAIM #1 DUE DATE	CLAIM FOR REIMBURSEMENT DUE DATE	FINAL CLAIM/AMENDMENT SUBMISSION DATE
October 2006	September 27, 2006	November 20, 2006	December 30, 2006
November 2006	October 25, 2006	December 20, 2006	January 29, 2007
December 2006	November 22, 2006	January 20, 2007	March 1, 2007
January 2007	December 27, 2006	February 20, 2007	April 1, 2007
February 2007	January 24, 2007	March 20, 2007	April 29, 2007
March 2007	February 28, 2007	April 20, 2007	May 30, 2007
April 2007	March 28, 2007	May 20, 2007	June 29, 2007
May 2007	April 25, 2007	June 20, 2007	July 30, 2007
June 2007	May 23, 2007	July 20, 2007	August 29, 2007
July 2007	June 27, 2007	August 20, 2007	September 29, 2007
August 2007	July 25, 2007	September 20, 2007	October 30, 2007
September 2007	August 22, 2007	October 20, 2007	November 29, 2007

WITHIN YOUR CONTROL EXCEPTION

MDE has the authority to approve the payment of one late claim or amendment within a 36-month period. This approval is an exception granted for the submission of a late claim or amendment when the circumstances were within your control.

MDE can grant approval and process the claim or amendment upon receipt of a corrective action plan. The plan must include:

1.   Actions taken to avoid repetition of the situation linked to the late claim/amendment submission;

2.   Actions taken to avoid any future late claim or amendment submission;

3.   A statement that your organization understands that a WITHIN YOUR CONTROL exception can only be granted every 36 months. Future late claims or amendments will not be paid unless your organization has **not** been granted an exception during the previous 36 month period **or** the lateness can be attributed to conditions outside your control; and

4.   The signature of the person who signed the CACFP Agreement.

OUTSIDE OF YOUR CONTROL EXCEPTION

If the lateness of the claim or amendment was OUTSIDE OF YOUR CONTROL and you wish to request an exception to the regulations, you must submit the following:

1.   A written request for an OUTSIDE OF YOUR CONTROL exception.

2.   A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

MDE will review the information you provide. If it is clear that the late claim or amendment submission was due to circumstances outside your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. Payment authority rests with the USDA regional office.

SPECIAL NOTES

USDA regulations allow for claims to be amended at any time when the number of meals or snacks and/or costs reported on the amendment results in a downward adjustment in the reimbursement value of the claim.

If you have any questions regarding this memo, please contact:

Ms. Jackie Higdon, Financial Administrative Assistant
Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

Please keep this memo on file or in a notebook for quick and easy reference.

MAC:mjm:glm